Identifying and Charging Late Payment Fees

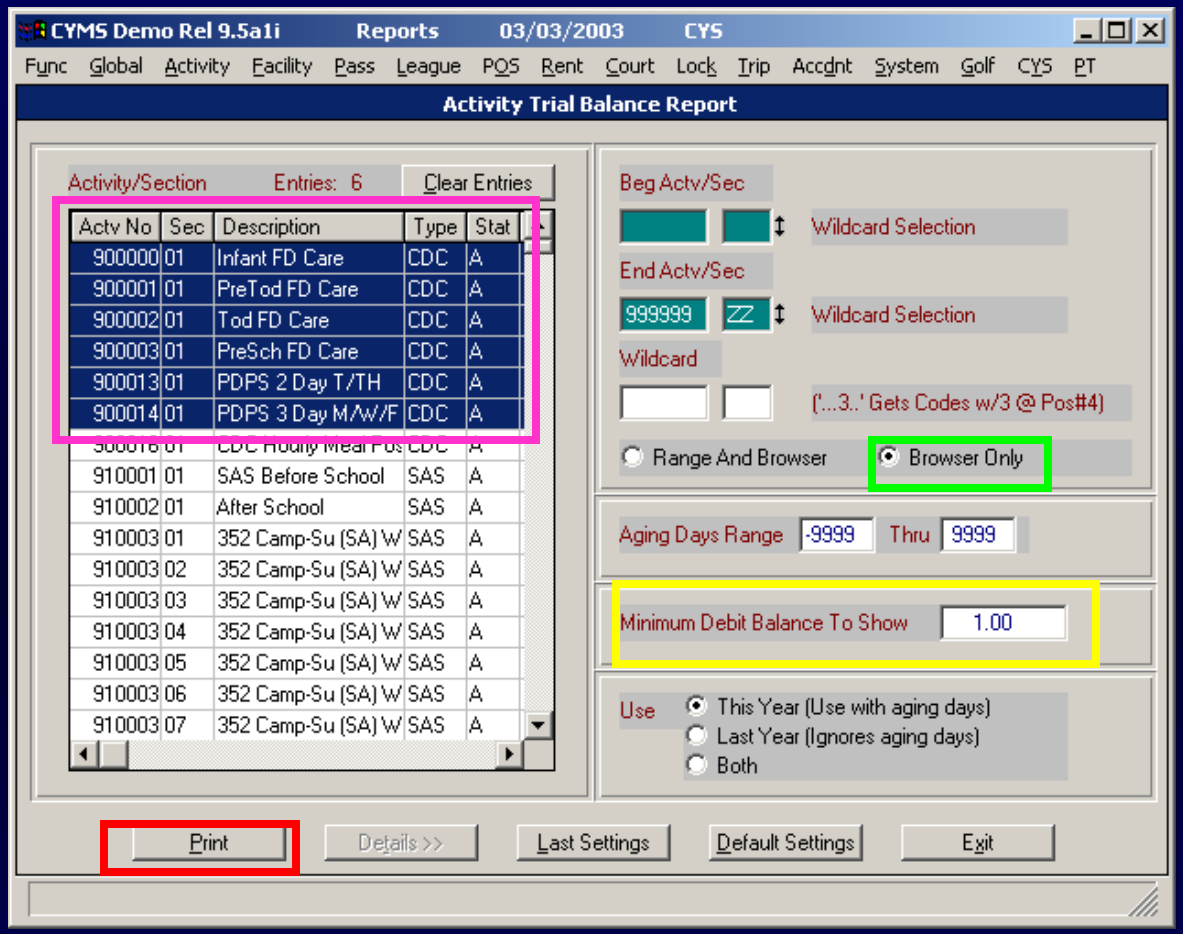
First, you need to find out who owes you money --

At the end of your first of the month and mid-month payment deadlines, you should always run an

Activity Trial Balance Report

PATH: Reports – Activity -- Activity Financial Reports -- Activity Trial Balance Report

Who Owes a Late Payment Fee ?


CYMS Demo Rel 9.5a1i
Reports
03/03/2003
CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
Activity Trial Balance Report
Activity/Section
Entries: 6
Clear Entries
Actv No | Sec | Description | Type | Stat
900000 | 01 | Infant FD Care | CDC | A
900001 | 01 | PreTod FD Care | CDC | A
900002 | 01 | Tod FD Care | CDC | A
900003 | 01 | PreSch FD Care | CDC | A
900013 | 01 | PDPS 2 Day T/TH | CDC | A
900014 | 01 | PDPS 3 Day M/W/F | CDC | A
910001 | 01 | SAS Before School | SAS | A
910002 | 01 | After School | SAS | A
910003 | 01 | 352 Camp-Su (SA) W | SAS | A
910003 | 02 | 352 Camp-Su (SA) W | SAS | A
910003 | 03 | 352 Camp-Su (SA) W | SAS | A
910003 | 04 | 352 Camp-Su (SA) W | SAS | A
910003 | 05 | 352 Camp-Su (SA) W | SAS | A
910003 | 06 | 352 Camp-Su (SA) W | SAS | A
910003 | 07 | 352 Camp-Su (SA) W | SAS | A
Beg Actv/Sec
Wildcard Selection
End Actv/Sec
999999
ZZ
Wildcard Selection
Wildcard
('...3..' Gets Codes w/3 @ Pos#4)
Range And Browser
Browser Only
Aging Days Range
-9999
Thru
9999
Minimum Debit Balance To Show
1.00
Use
This Year (Use with aging days)
Last Year (Ignores aging days)
Both
Print
Details >>
Last Settings
Default Settings
Exit

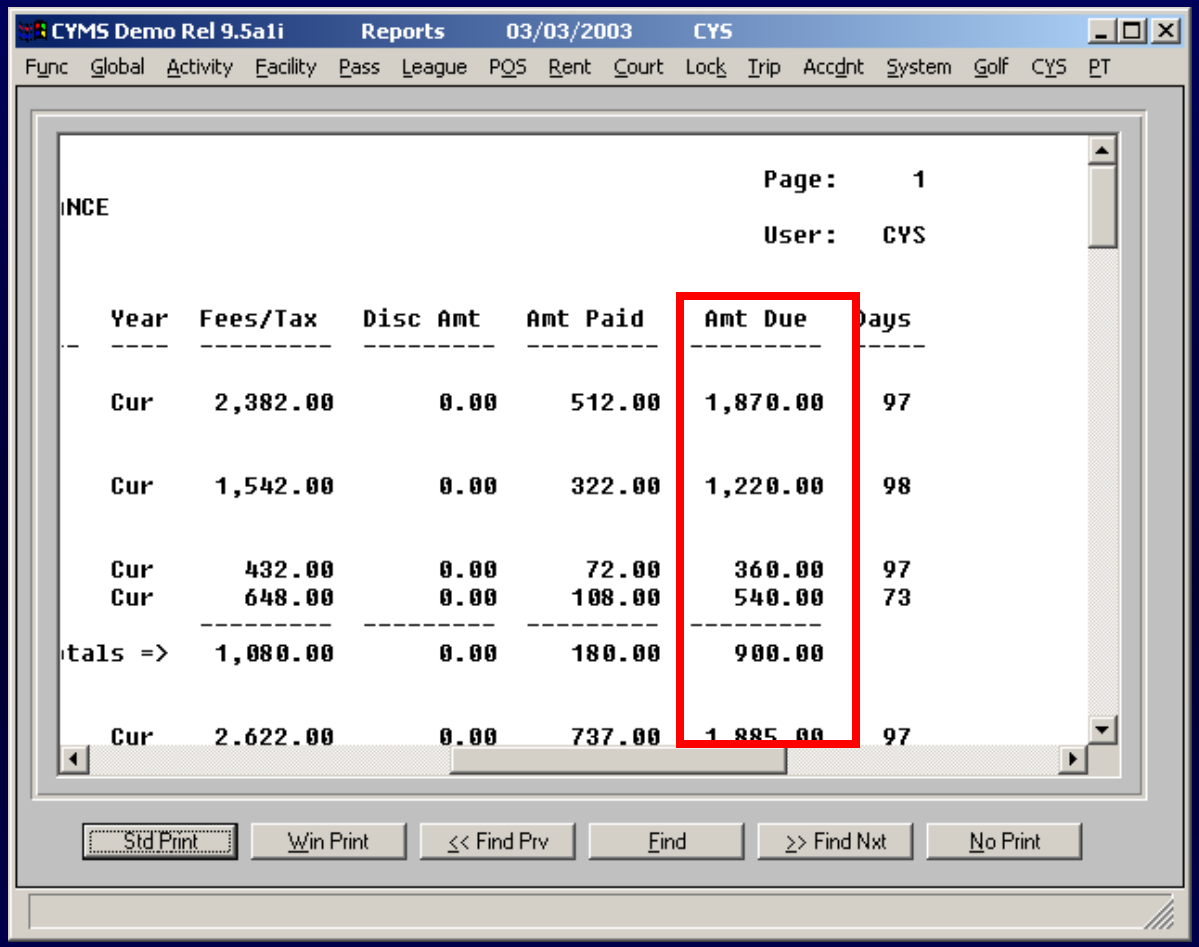
Then click Print

Note: To highlight more than one program, hold your CTRL key, while clicking each program.

Report Settings:

- Toggle Browser Only
- Highlight your programs
- Type 1.00 in the Minimum Balance to Show field

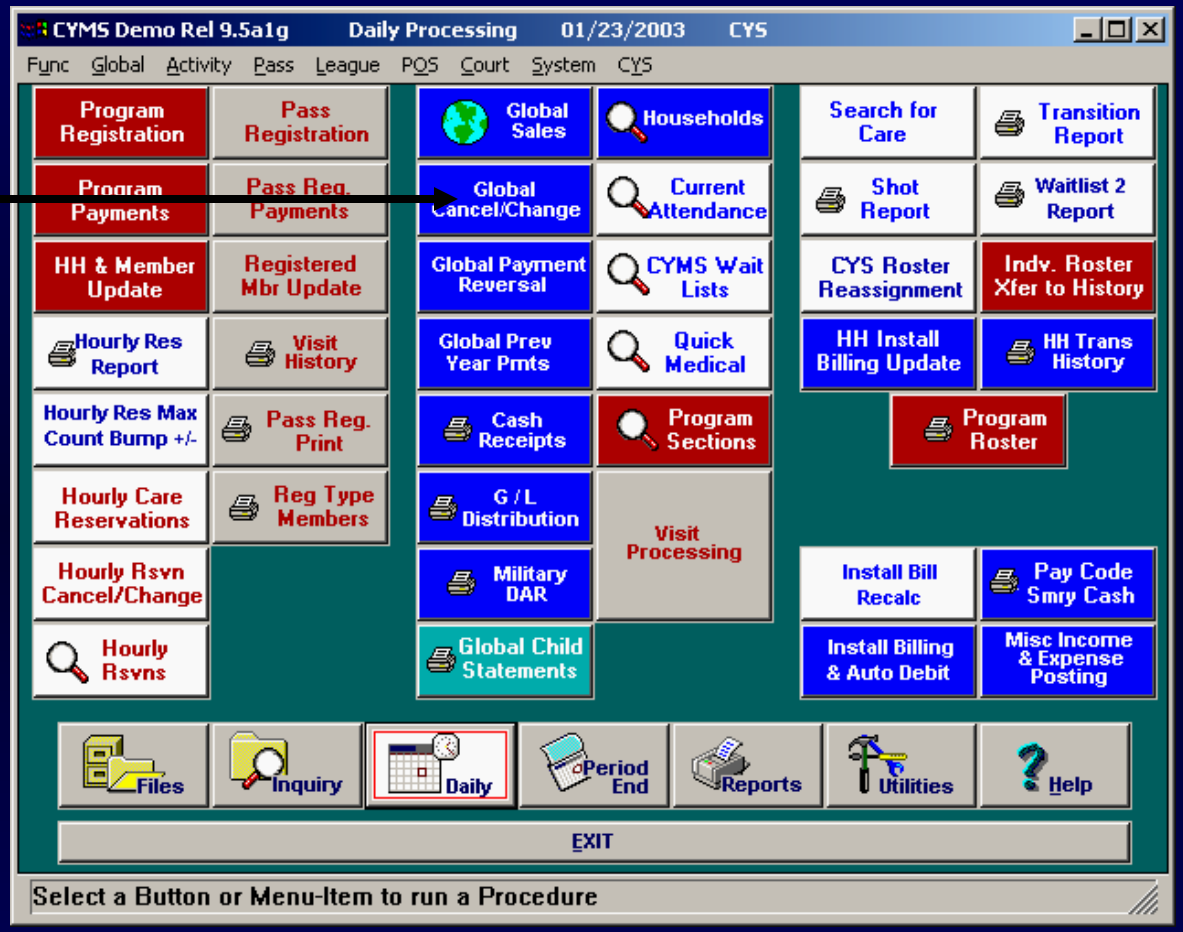
Who Owes a Late Payment Fee?


CYMS Demo Rel 9.5a1i
Reports
03/03/2003
CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
Page: 1
NCE
User: CYS
Year Fees/Tax Disc Amt Amt Paid Amt Due Days
Cur 2,382.00 0.00 512.00 1,870.00 97
Cur 1,542.00 0.00 322.00 1,220.00 98
Cur 432.00 0.00 72.00 360.00 97
Cur 648.00 0.00 108.00 540.00 73
tals => 1,080.00 0.00 180.00 900.00
Cur 2.622.00 0.00 737.00 1 885 00 97
Std Print
Win Print
<< Find Prv
Find
>> Find Nxt
No Print

The report shows
who owes money
and, if you scroll to the right . . .

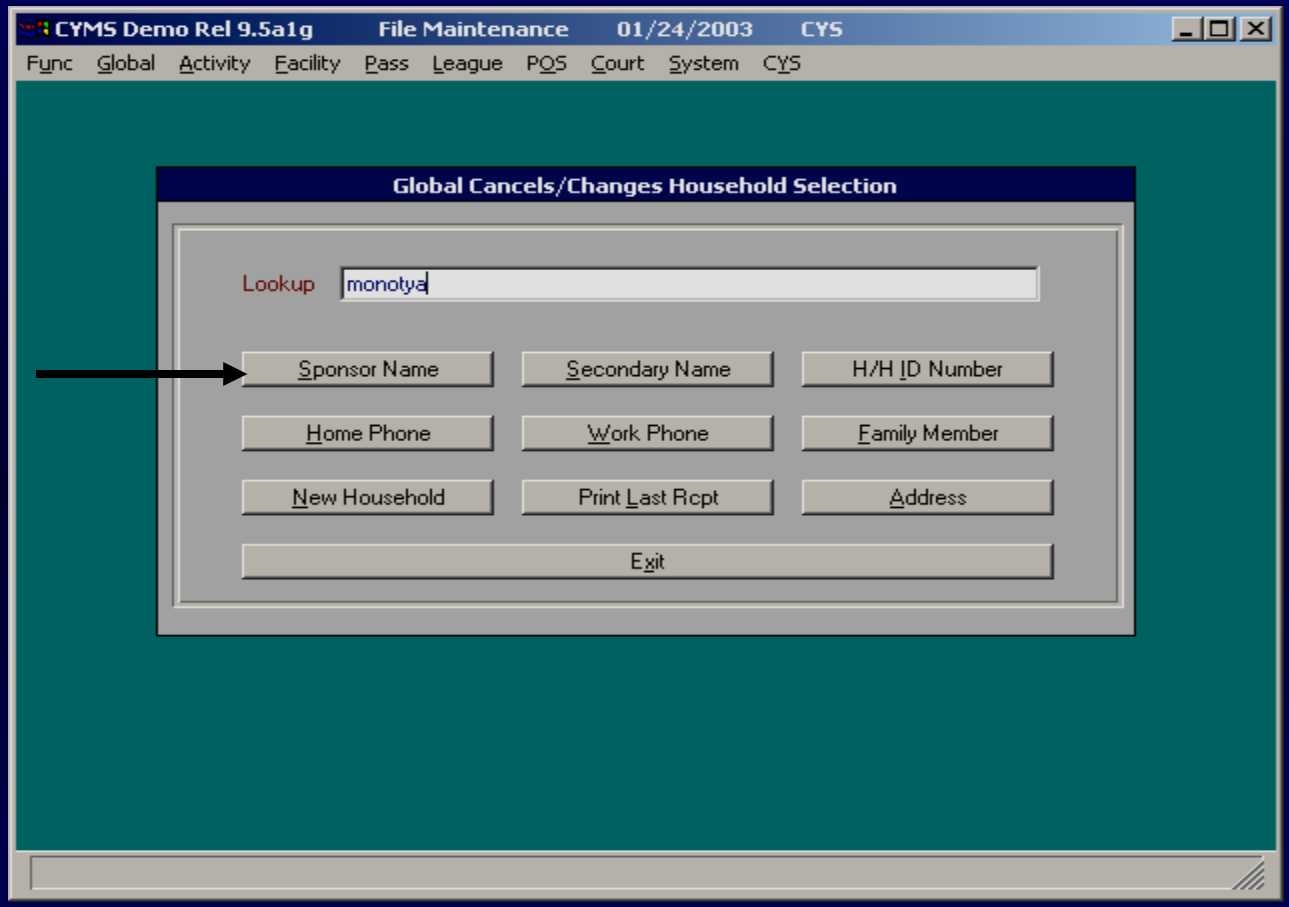
. . . How much they owe !

Charging a Late Payment Fee - Step 1



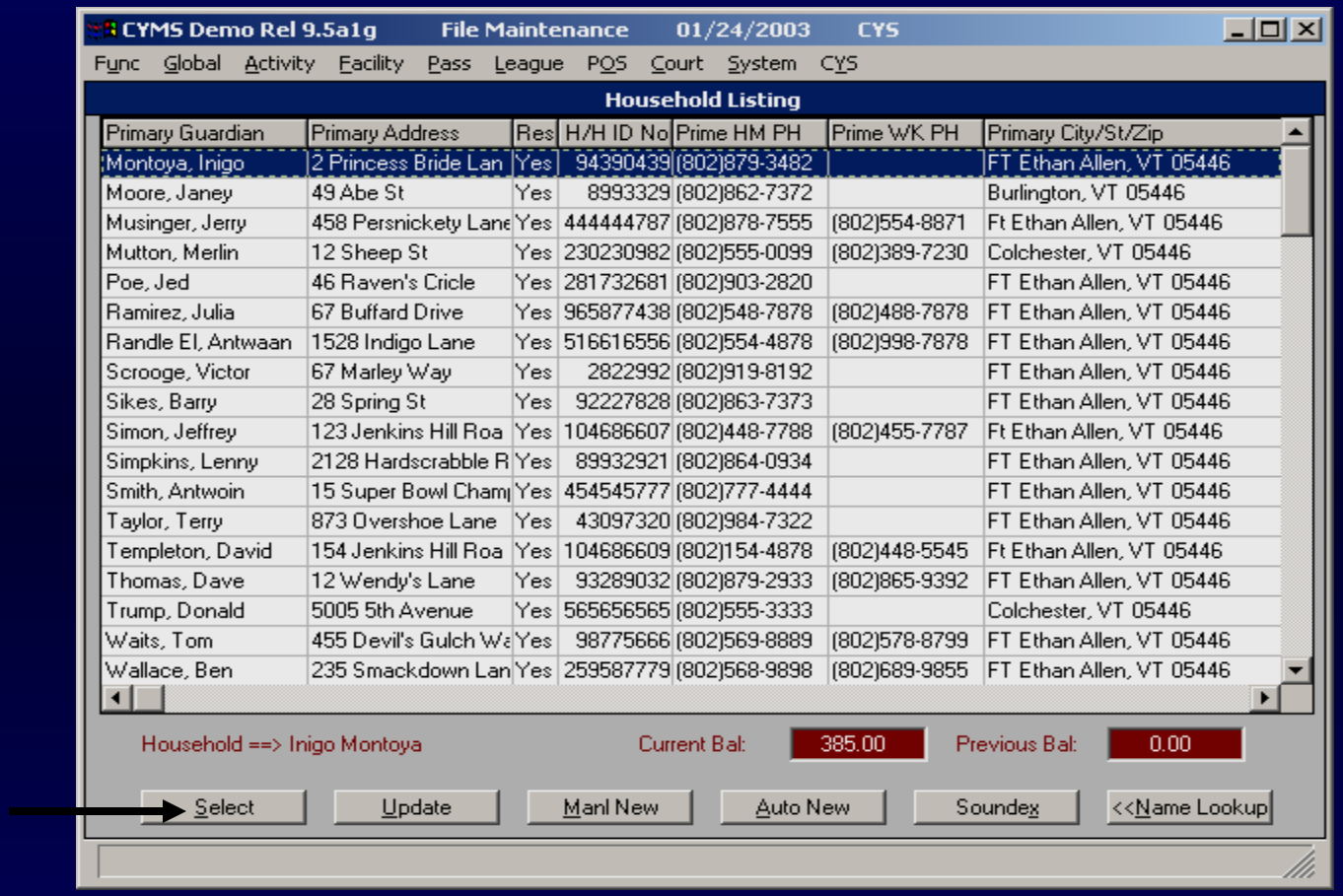
To charge a Late Payment Fee,
click the Global Cancel/Change button

Charging a Late Payment Fee - Step 2



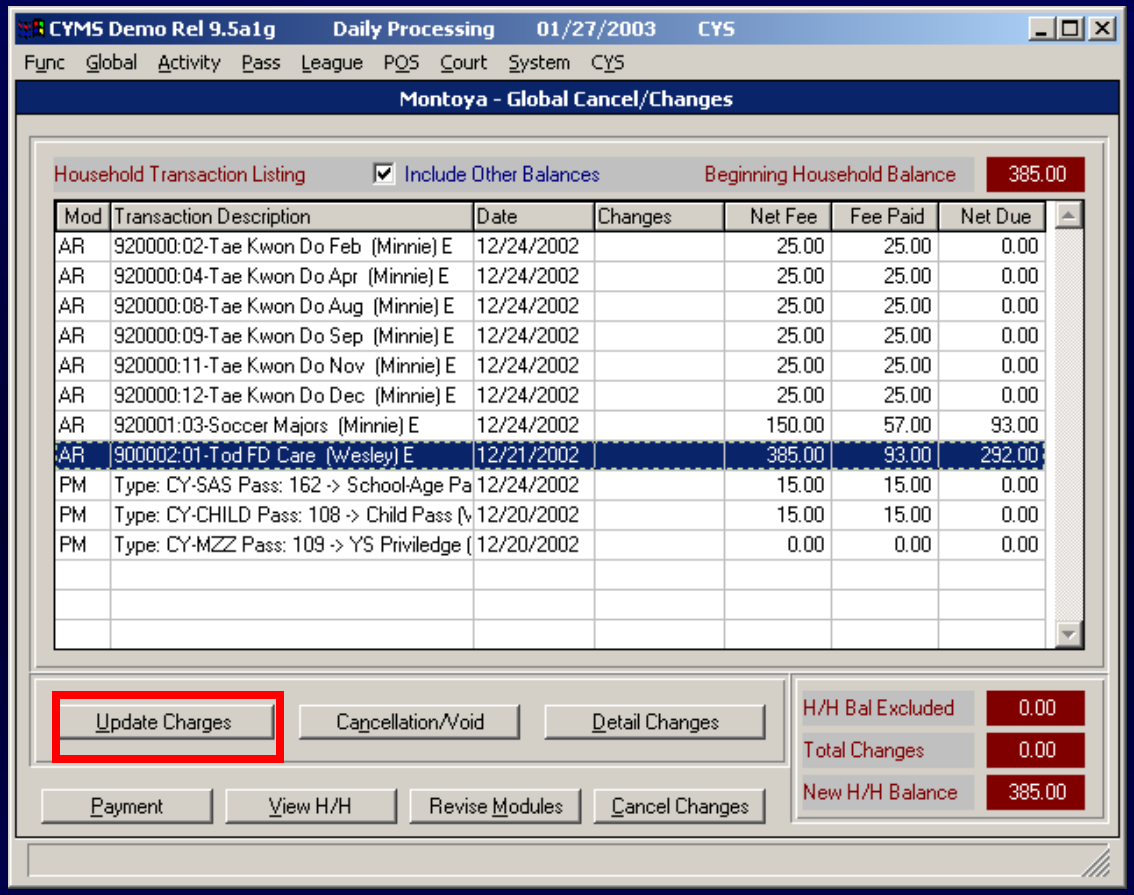
Lookup the household...

Charging a Late Payment Fee - Step 2


CYMS Demo Rel 9.5a1g File Maintenance 01/24/2003 CYS
Func Global Activity Facility Pass League POS Court System CYS
Household Listing
Primary Guardian | Primary Address | Res | H/H ID No | Prime HM PH | Prime WK PH | Primary City/St/Zip
Montoya, Inigo | 2 Princess Bride Lan | Yes | 94390439 | (802)879-3482 | | FT Ethan Allen, VT 05446
Moore, Janey | 49 Abe St | Yes | 8993329 | (802)862-7372 | | Burlington, VT 05446
Musinger, Jerry | 458 Persnickety Lane | Yes | 444444787 | (802)878-7555 | (802)554-8871 | Ft Ethan Allen, VT 05446
Mutton, Merlin | 12 Sheep St | Yes | 230230982 | (802)555-0099 | (802)389-7230 | Colchester, VT 05446
Poe, Jed | 46 Raven's Cricle | Yes | 281732681 | (802)903-2820 | | FT Ethan Allen, VT 05446
Ramirez, Julia | 67 Buffard Drive | Yes | 965877438 | (802)548-7878 | (802)488-7878 | FT Ethan Allen, VT 05446
Randle El, Antwaan | 1528 Indigo Lane | Yes | 516616556 | (802)554-4878 | (802)998-7878 | FT Ethan Allen, VT 05446
Scrooge, Victor | 67 Marley Way | Yes | 2822992 | (802)919-8192 | | FT Ethan Allen, VT 05446
Sikes, Barry | 28 Spring St | Yes | 92227828 | (802)863-7373 | | FT Ethan Allen, VT 05446
Simon, Jeffrey | 123 Jenkins Hill Roa | Yes | 104686607 | (802)448-7788 | (802)455-7787 | Ft Ethan Allen, VT 05446
Simpkins, Lenny | 2128 Hardscrabble R | Yes | 89932921 | (802)864-0934 | | FT Ethan Allen, VT 05446
Smith, Antwoin | 15 Super Bowl Cham | Yes | 454545777 | (802)777-4444 | | FT Ethan Allen, VT 05446
Taylor, Terry | 873 Overshoe Lane | Yes | 43097320 | (802)984-7322 | | FT Ethan Allen, VT 05446
Templeton, David | 154 Jenkins Hill Roa | Yes | 104686609 | (802)154-4878 | (802)448-5545 | Ft Ethan Allen, VT 05446
Thomas, Dave | 12 Wendy's Lane | Yes | 93289032 | (802)879-2933 | (802)865-9392 | FT Ethan Allen, VT 05446
Trump, Donald | 5005 5th Avenue | Yes | 565656565 | (802)555-3333 | | Colchester, VT 05446
Waits, Tom | 455 Devil's Gulch Wa | Yes | 98775666 | (802)569-8889 | (802)578-8799 | FT Ethan Allen, VT 05446
Wallace, Ben | 235 Smackdown Lan | Yes | 259587779 | (802)568-9898 | (802)689-9855 | FT Ethan Allen, VT 05446
Household ==> Inigo Montoya
Current Bal: 385.00
Previous Bal: 0.00
Select
Update
Manl New
Auto New
Soundex
<<Name Lookup

. . . And select it!

Charging a Late Payment Fee - Step 3


CYMS Demo Rel 9.5a1g
Daily Processing
01/27/2003
CYS
Func Global Activity Pass League POS Court System CYS
Montoya - Global Cancel/Changes
Household Transaction Listing
Include Other Balances
Beginning Household Balance
385.00
Mod | Transaction Description | Date | Changes | Net Fee | Fee Paid | Net Due
AR | 920000:02-Tae Kwon Do Feb (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920000:04-Tae Kwon Do Apr (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920000:08-Tae Kwon Do Aug (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920000:09-Tae Kwon Do Sep (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920000:11-Tae Kwon Do Nov (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920000:12-Tae Kwon Do Dec (Minnie) E | 12/24/2002 | | 25.00 | 25.00 | 0.00
AR | 920001:03-Soccer Majors (Minnie) E | 12/24/2002 | | 150.00 | 57.00 | 93.00
AR | 900002:01-Tod FD Care (Wesley) E | 12/21/2002 | | 385.00 | 93.00 | 292.00
PM | Type: CY-SAS Pass: 162 -> School-Age Pa | 12/24/2002 | | 15.00 | 15.00 | 0.00
PM | Type: CY-CHILD Pass: 108 -> Child Pass (V | 12/20/2002 | | 15.00 | 15.00 | 0.00
PM | Type: CY-MZZ Pass: 109 -> YS Priviledge (| 12/20/2002 | | 0.00 | 0.00 | 0.00
Update Charges
Cancellation/Void
Detail Changes
H/H Bal Excluded
0.00
Total Changes
0.00
New H/H Balance
385.00
Payment
View H/H
Revise Modules
Cancel Changes

Highlight the program you wish to charge a late fee on and

click Update Charges

Charging a Late Payment Fee - Step 4

CYMS Demo Rel 9.5a1g
Daily Processing
01/29/2003
CYS
Func Global Activity Pass League POS Court System CYS
900002:01-Tod FD Care (Wesley) E for Wesley Montoya
Valid Code Description Req FeeCodes Dsc Fee Amt Count Qty Disc Amt (N/A) Net Fee
CDCFD CDC FD Fee No Yes 385.00 1.00 1 0.00 385.00
CDCLF CDC FD Late F No Yes 5.00 1.00 1 0.00 0.00
Not Selected No No 0.00 0.00 1 0.00 0.00
Note:
Ref/Reg Type
Net Fees Charged For This Enrollment:
385.00
OK
Suspend Billing
Cancel Billing
Calc Fees
Cancel

Caution:

If a prior late amount exists in the Fee Amount Field (say $20), you must ADD TO this balance and change the $20 to $25

Add the amount of your late fee (say $5) to the Fee Amount Field that corresponds to your Late Code

Then click OK

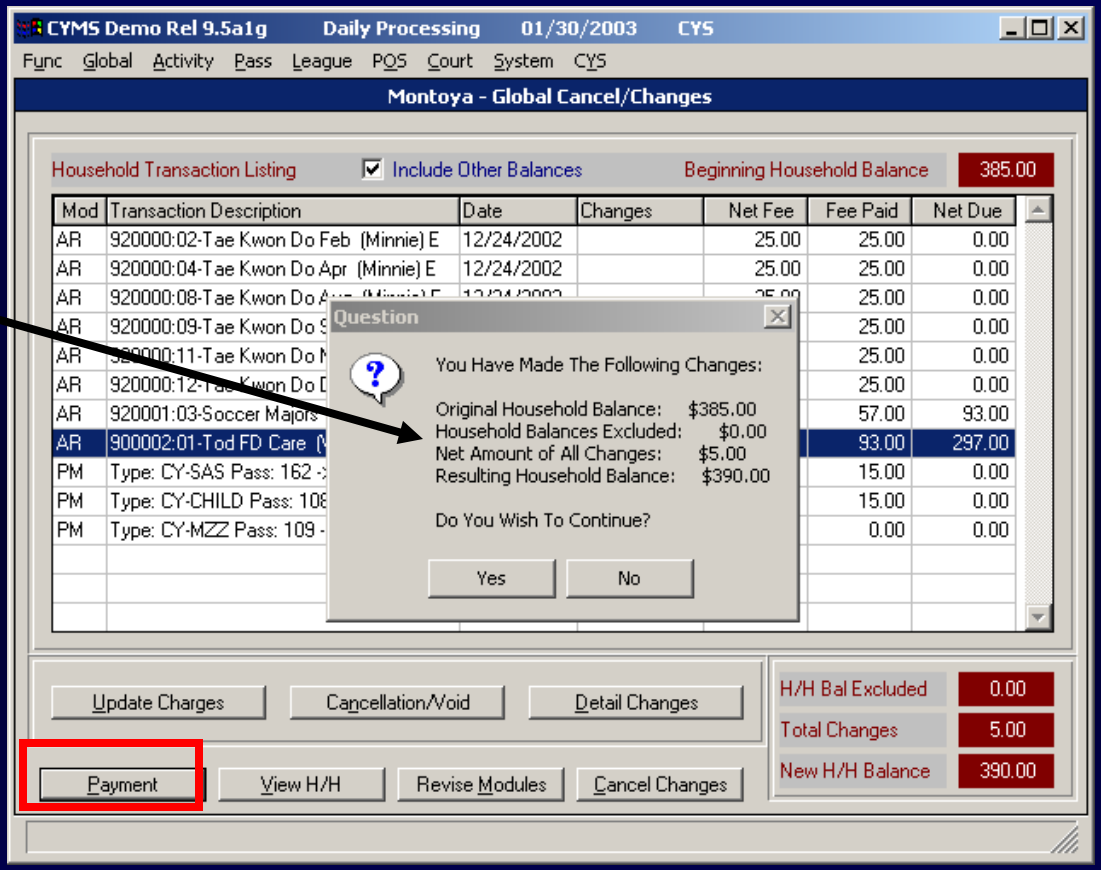
Charging a Late Payment - Step 5

Always Check:

Net Amount Of All Changes

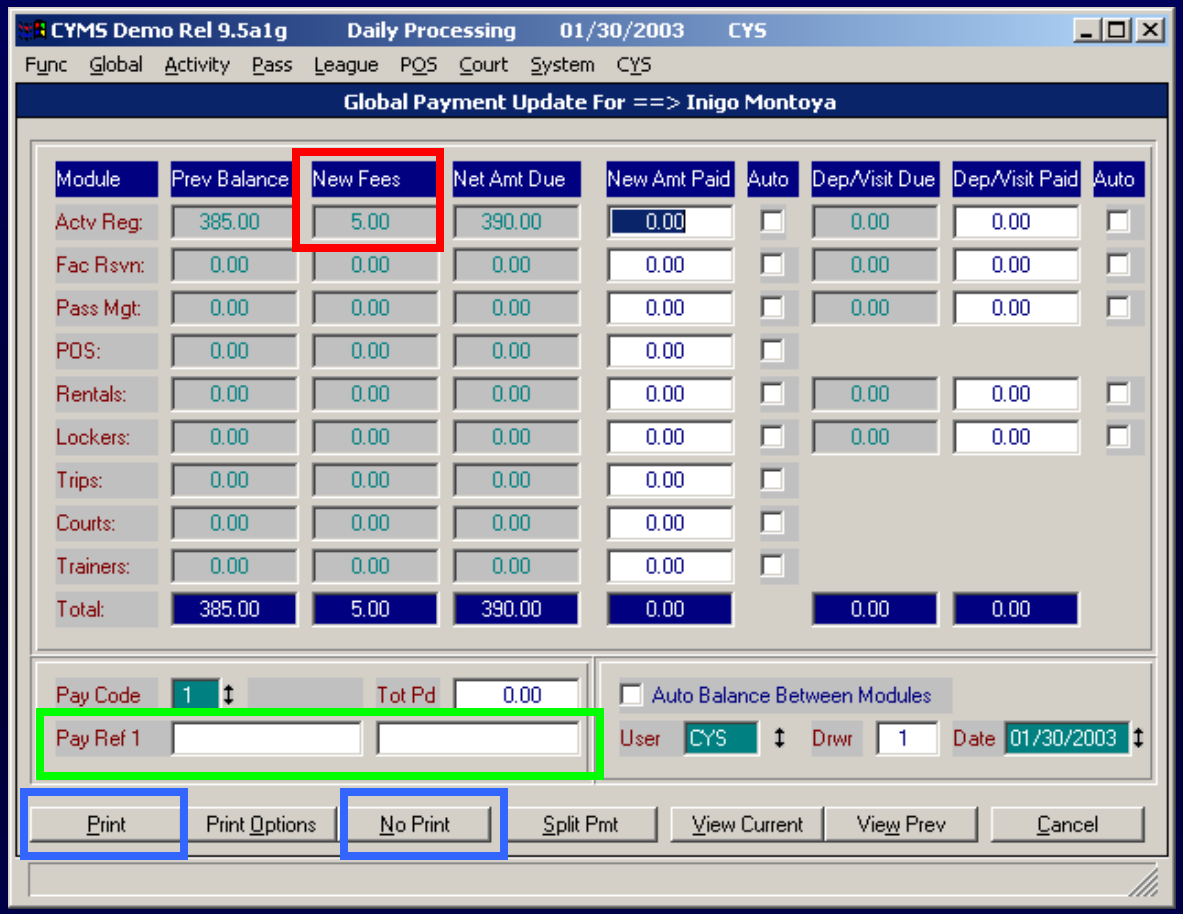
If correct, click Yes.

If not, click No and either redo Step 3 or click Cancel Changes and start over


CYMS Demo Rel 9.5a1g
Daily Processing
01/30/2003
CYS
Func Global Activity Pass League POS Court System CYS
Montoya - Global Cancel/Changes
Household Transaction Listing
Include Other Balances
Beginning Household Balance
385.00
Mod Transaction Description Date Changes Net Fee Fee Paid Net Due
AR 920000:02-Tae Kwon Do Feb (Minnie) E 12/24/2002 25.00 25.00 0.00
AR 920000:04-Tae Kwon Do Apr (Minnie) E 12/24/2002 25.00 25.00 0.00
AR 920000:08-Tae Kwon Do 25.00 0.00
AR 920000:09-Tae Kwon Do 25.00 0.00
AR 920000:11-Tae Kwon Do 25.00 0.00
AR 920000:12-Tae Kwon Do 25.00 0.00
AR 920001:03-Soccer Majors 57.00 93.00
AR 900002:01-Tod FD Care 93.00 297.00
PM Type: CY-SAS Pass: 162 - 15.00 0.00
PM Type: CY-CHILD Pass: 108 15.00 0.00
PM Type: CY-MZZ Pass: 109 - 0.00 0.00
Question
You Have Made The Following Changes:
Original Household Balance: $385.00
Household Balances Excluded: $0.00
Net Amount of All Changes: $5.00
Resulting Household Balance: $390.00
Do You Wish To Continue?
Yes
No
Update Charges
Cancellation/Void
Detail Changes
Payment
View H/H
Revise Modules
Cancel Changes
H/H Bal Excluded 0.00
Total Changes 5.00
New H/H Balance 390.00

To finish, click Payment (or Refund if that is what appears on the bottom left button) . . .

Charging a Late Payment Fee - Step 6



Click Print or No Print to finish the transaction

New Fees should = the late charge you posted.

You may also want to put in a reference to document why you increased the fees.